**Appendix C**

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| **AUTHORISATION TO ACQUIRE, SELL, GIFT, OR DISPOSE OF A FIREARM FORM** |

**CONTACT THE** [**DIRECTOR, HSW**](mailto:hswteam@adelaide.edu.au) **(ext 36079)**

**IF YOU ARE ACQUIRING A FIREARM FOR THE FIRST TIME**

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| **STAFF MEMBER DETAILS** |

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| --- | --- | --- | --- |
| Staff ID number |  | Surname |  |
| School/Branch |  | Given names |  |
| Work contact number |  | Mobile |  |

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| **FIREARMS LICENCE DETAILS** *(Please attach a copy of licence)* | | | |
| ❑ Firearms licence | | | |
| Licence Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Classes\_\_\_\_\_\_\_\_\_\_\_\_\_ | Categories\_\_\_\_\_\_\_\_\_\_\_\_\_ | Expiration\_\_\_\_\_\_\_\_\_\_\_ |

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| **AQUISITION OF FIREARM** *(if applicable)* | | | |
| ❑New ❑Used *Please tick one* |  | Reason for acquisition | |
| Firearm Description | |
| Make: |  |
| Model: |  |
| Type: |  |
| Calibre |  |
| Associate Director HSW advice sought: *(For a School/Branch currently not owning Firearms)* | | ❑Yes | ❑N/A |

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| **SALE, GIFT, OR DISPOSAL OF FIREARM** *(if applicable)* | | |
| ❑Sale  ❑Gift ❑Disposal *Please tick one* | Firearm Serial number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for sale, gift, or disposal: |
| Firearm Description | |
| Make: |  |
| Model: |  |
| Type: |  |
| Calibre: |  |

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| **AUTHORISATION** *(By Head of School/Branch)* | | | |
| I hereby authorise the above mentioned Firearms Officer/Deputy Firearms Officer to acquire/sell/dispose of the listed Firearm.  *(Delete actions above which are not applicable )* | | | |
| Expiration Date of Authorisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | School/Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_ |

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| **INSTRUCTIONS** |
| **Firearms Officer**   * Forward a copy of the completed form and Firearms licence (i.e. scanned and sent electronically) to the  [Director, HSW](mailto:hswteam@adelaide.edu.au) and cc to Legal and Risk for insurance purposes. * Ensure the SAPOL form(s) has/have been completed. (<https://www.police.sa.gov.au/services-and-events/firearms-and-weapons>) * Maintain a copy of the completed form in the University’s records management system. |